Parent Teacher Conferencer

PTC

FOR MACINTOSH or PC

Teach yourself PTC the quick and easy way! This manual uses pictures rather than lengthy explanations. You'll be a Pro in no time!

Phoenix
Learning Systems

Parent Teacher Conferencer

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Getting Started 1

PTC

Meet Parent Teacher Conferencer

Parent Teacher Conferencer (PTC) is a simple to use, extreemly powerful scheduling engine used by schools to schedule Parent-Teacher Conferences. It streamlines the tasks involved with scheduling with an easy-to-use seven step process.

The following chapters outline the Seven Steps. These include:

- Importing Student Data
- Checking for Duplicate Families
- Creating Conference Sessions
- Setting Teacher Constraints
- Setting Family Constraints
- Generating Conference Schedules
- Printing Reports

This chapter will outline how to download, install, and register PTC.

Downloading PTC

When you purchase PTC, you receive license to both PC and Macintosh versions. The PTC license is for a single school. To use PTC for multiple schools, you must purchase separate licenses.

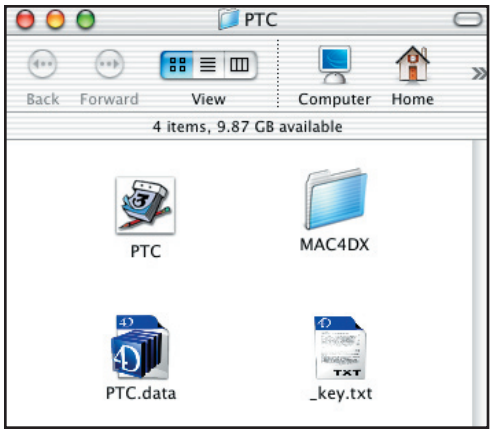


Figure 1.1

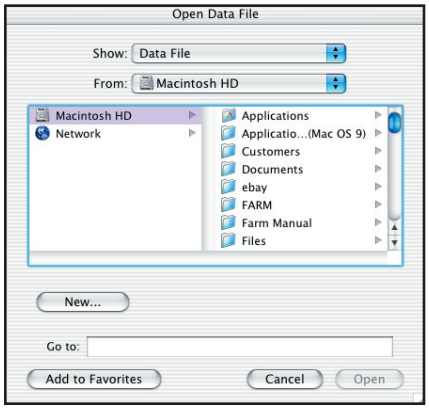


Figure 1.2

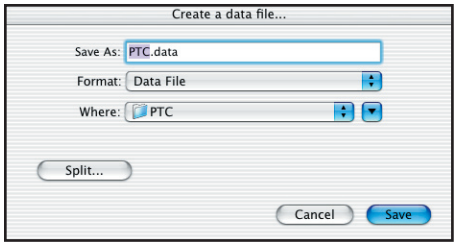


Figure 1.3

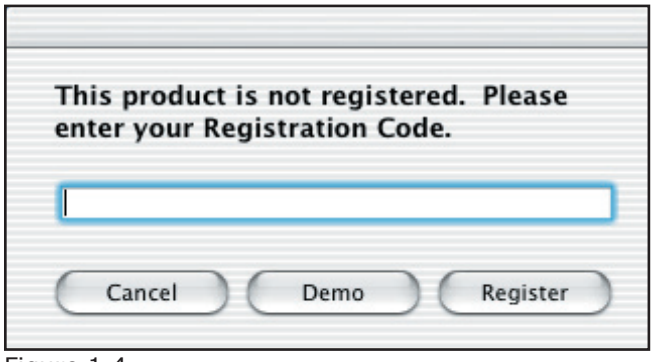


Figure 1.4

After purchasing PTC, you will receive an E-mail from registration@phoenixlearning.com containing three essential items:

1. the internet address link to download PTC
2. your registration code
3. your license "_key.txt" file

Using your browser, navigate to the download page at Phoenix Learning.com. Identify the correct platform to download and click on the download link. Your browser will download the compressed file into your selected download folder.

Depending on your computer's setup, it may automatically decompress the file. Or you may need to decompress the file manually.

When PTC has been decompressed, it will create a folder or directory named PTC that contains all the necessary plug-ins and files needed to use PTC (see Figure 1.1).

Installing and Registering PTC

To install and register PTC do the following:

1. Place the _Key.txt file in the PTC folder (see Figure 1.1).
2. Double-click on the PTC application.
3. Click **New** (see Figure 1.2). The application will create a new blank data file.
4. Enter a name for your data file and click **Save** (see Figure 1.3). By default, the application will save your data file in the PTC folder.
5. When prompted, enter the Registration Code sent to you via E-mail. You must enter it exactly (see Figure 1.4).
6. Click **Register**.

You have successfully downloaded, installed and registered PTC.

Step 1: Importing A File

2

Step 1: Importing a File

PTC works independently from other applications. It was designed to ues a tab-delimited text file containing basic student information.

Required Fields

PTC requires that the import file contain certain fields. These fields are essential in creating the family relationship records that tie individual records into family records. See Figure 2.1 for an example file for importing.

These fields must be properly named and present in your import file, however, the order is not important.

LastFirst or Name or Student
Mother
Father
Home_Phone or Phone
Teacher

These fields are optional and will expand your printing cabapilities by allowing you to print form letters and mailing labels.

Street
City
State
Zip
Student_Number
Room
Grade or Grade_level

Demo Data PTC.txt

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student_number	lastfirst	grade	Phone	Mother	father	mailing City	mailing Street	mailing State	mailing Zip	ethnicity	Teacher	Room
2	878475	Agnew, Joel	4	654-2440	Agnew, CASSIE	Agnew, Tyler	New York	3533 Park Avenue	NY	12345	C	Marcus, Kipp	750
3	877243	Albers, Terin	1	654-2458	Albers, Courtney	Albers, Daniel	New York	3534 Park Avenue	NY	12345	I	Johnson, mark	300
4	877043	Alderman, Kasper	1	654-2476	Alderman, Britnee	Alderman, Christoph	New York	3535 Park Avenue	NY	12345	C	Johnson, mark	300
5	877119	Alderman, Kili	5	354-2377	Alderman, Evalynne	Alderman, Jonathan	New York	23585 Downbey Way	NY	12345	C	Butters, Monica	550
6	878247	Allen, Ruben	2	654-4942	Allen, Heather	Allen, Dustin	New York	5510 Simmons Way	NY	12345	C	Quinn, June	350
7	877107	Anabel, Chyna	2	654-7858	Anabel, Michael	Anabel, Joseph	New York	34747 Richmond Avenue	NY	12345	C	Peterson, Kitty	100
8	876603	Andersen, Aryn	1	654-5716	Andersen, Kindra	Andersen, Nicolas	New York	8785 North beck Street	NY	12345	I	Smith, Mary	700
9	877035	Anderson, Cassie	4	654-6220	Anderson, Brooke	Anderson, Mason	New York	34539 West Hunter Street	NY	12345	A	Harrison, Brett	950
10	877011	Anderson, Joshua	3	654-3844	Anderson, CHYNA	Anderson, Derek	New York	5449 Simmons Way	NY	12345	C	Isom, John	800
11	878231	Archuletta, Justin	3	654-2494	Archuletta, Mikele	Archuletta, Josh	New York	3536 Park Avenue	NY	12345	C	Larsen, Harry	900
12	878443	Armenta, Alyssa	1	654-9460	Armenta, Rebecca	Armenta, Casey	New York	23552 Downbey Way	NY	12345	C	Willimas, Ruth	200
13	878007	Armenta, Joshua	2	654-3862	Armenta, Lauren	Armenta, Nathan	New York	5450 Simmons Way	NY	12345	H	Quinn, June	350
14	877627	Arnold, Michael	2	654-4960	Arnold, Kristen	Arnold, Weston	New York	5511 Simmons Way	NY	12345	F	Simpson, Kate	450
15	876883	Arredondo, Janet	1	654-8146	Arredondo, Cara	Arredondo, Thomas	New York	34763 Richmond Avenue	NY	12345	H	Smith, Mary	700
16	876731	Ashcraft, Michelle	3	654-5788	Ashcraft, Janean	Ashcraft, Jessica	New York	8789 North beck Street	NY	12345	H	Isom, John	800

Figure 2.1

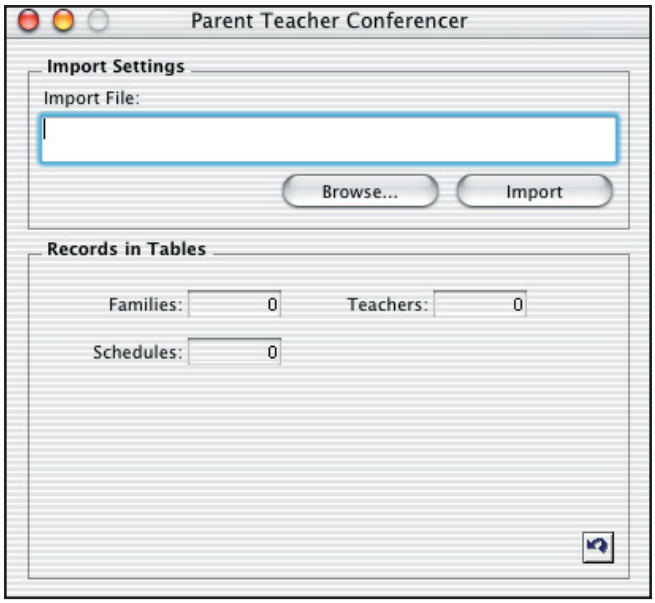


Figure 2.2

PTC compiles these student information fields into family records and scheduling information.
Before importing the file, make sure you know the physical location of the file on your hard drive or network.

After starting PTC do the following:

1. Click on **Step 1**, you will see the import setting screen (see Figure 2.2)

2. Click the **Browse** button. Locate your file and click **Open** (see Figure 2.3)

3. Click **Import**. Verify that the number of teachers and scheduled students matches your school's records (see Figure 2.4).

4. Click the **Return Arrow** to go back to the main menu.

Upon import of your data, PTC will identify families with

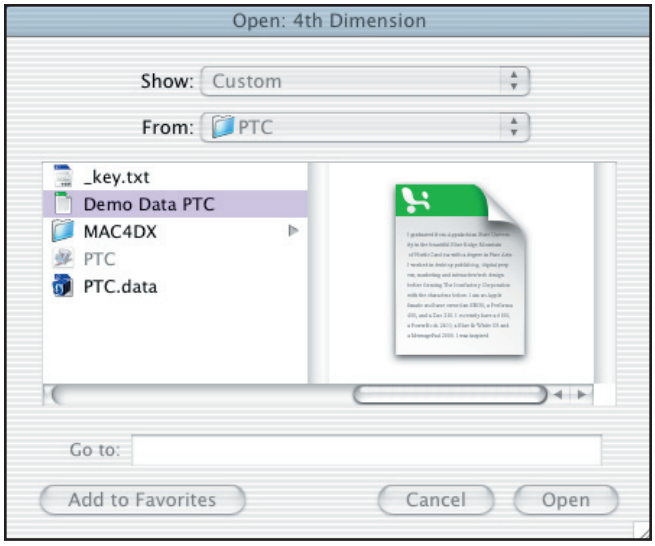


Figure 2.3

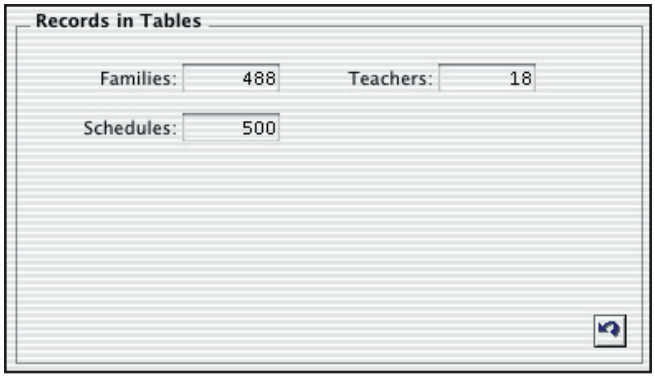


Figure 2.4

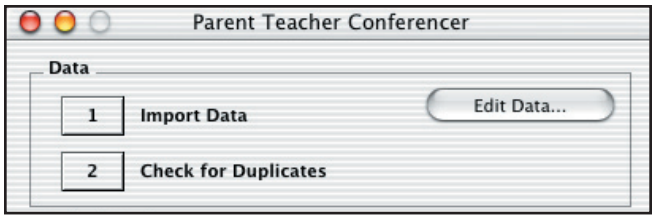


Figure 2.5

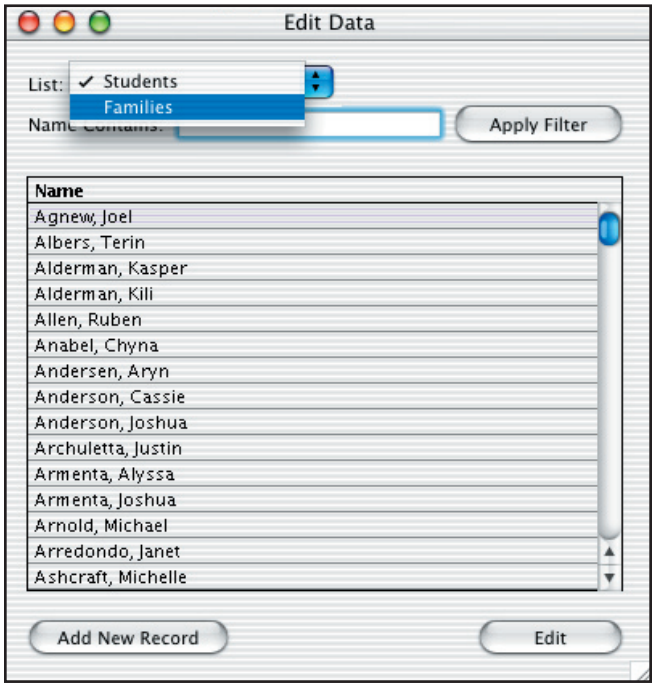


Figure 2.6

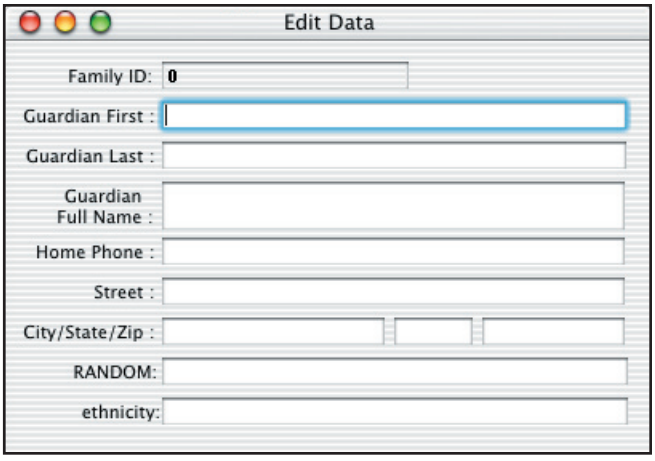


Figure 2.7

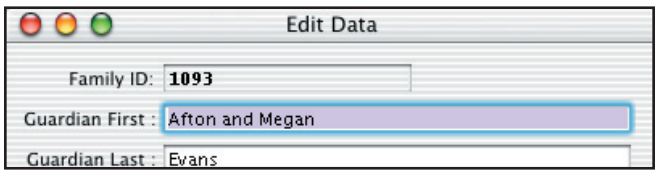


Figure 2.8

duplicate phone numbers. These errors should be corrected in **Step 2** before proceeding.

Editing Student and Family Data

PTC allows you to add new students and edit existing student information that has already been imported. Before adding a new student you probably need to add a family record first.

To add a new family do the following:

1. Click **Edit Data** at the top of the main window (see Figure 2.5).

2. Change the **List** popup at the top to **Families** (see Figure 2.6).

3. Click **Add New Record** at the bottom of the window.

4. Enter in all the information for the New family. Do not enter an ID number, PTC will do that automatically (see Figure 2.7)

5. Click OK.

6. Find the new family on the list and double click.

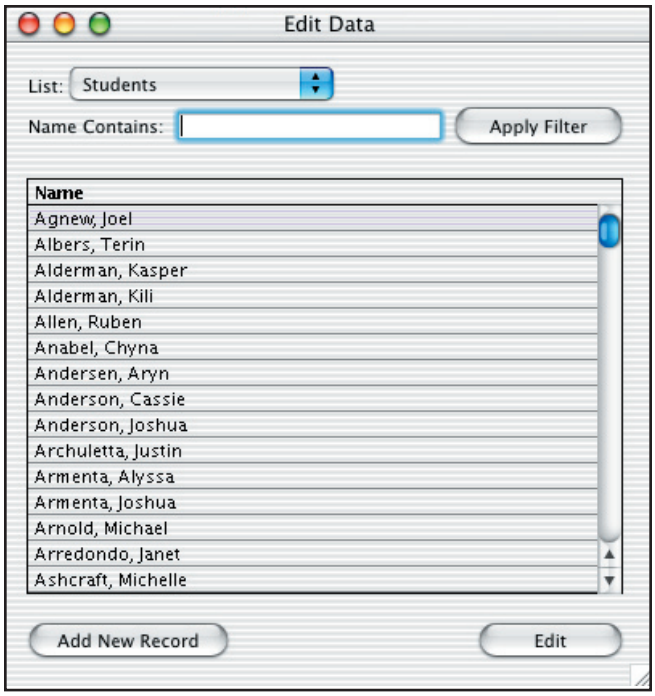


Figure 2.9

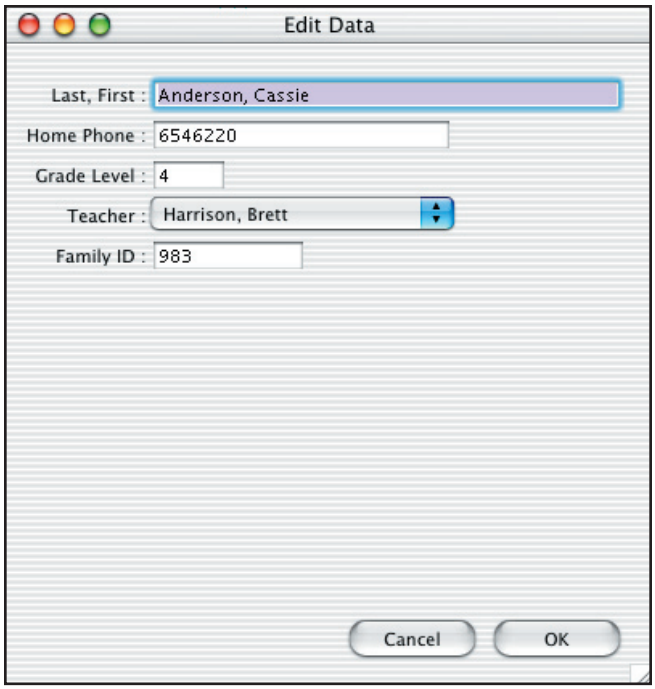


Figure 2.10

7. Note the ID number assigned by PTC. You will need it when you add any student to this family.

To add a new Student to the new family do the following:

1. Click **Edit Data** at the top of the main window (see Figure 2.5).

2. Change the **List** popup at the top to **Students** (see Figure 2.9).

3. Click **Add New Record**.

4. Enter in all the information for the new student. Enter the ID as you noted from the family record above. Make sure you assign a teacher, schedules are dictated by the assigned teacher (see Figure 2.10).

5. Click OK.

To edit a student's information do the following:

1. Click **Edit Data** at the top of the main window (see Figure 2.5).

2. As shown in Figure 2.9, you can select a student by scrolling or using the filter to search for criteria.

3. Select the student and click **Edit**.

4. As shown if Figure 2.10 you can edit any part of the student record.

To change a student's family association, first find the ID assigned to the new family and change the student's Family ID to match.

Step 2: Checking for Duplicates 3

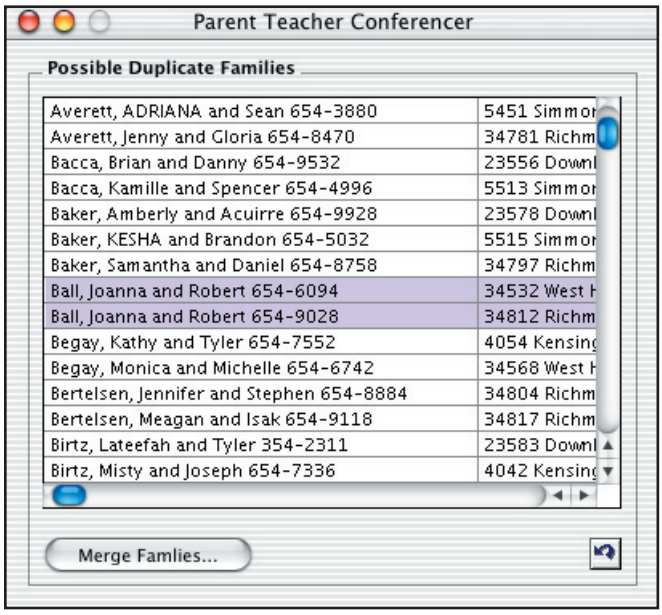

Parent Teacher Conferencer
Possible Duplicate Families
Averett, ADRIANA and Sean 654-3880
Averett, Jenny and Gloria 654-8470
Bacca, Brian and Danny 654-9532
Bacca, Kamille and Spencer 654-4996
Baker, Amberly and Acuirre 654-9928
Baker, KESHA and Brandon 654-5032
Baker, Samantha and Daniel 654-8758
Ball, Joanna and Robert 654-6094
Ball, Joanna and Robert 654-9028
Begay, Kathy and Tyler 654-7552
Begay, Monica and Michelle 654-6742
Bertelsen, Jennifer and Stephen 654-8884
Bertelsen, Meagan and Isak 654-9118
Birtz, Lateefah and Tyler 354-2311
Birtz, Misty and Joseph 654-7336
Merge Famlies...

Figure 3.1

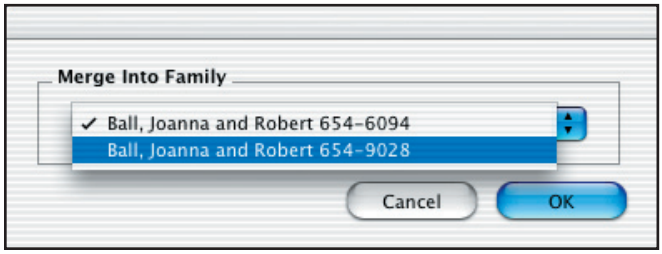


Figure 3.2

Step 2: Merging Duplicate Family Records

In case of inconsistent data, it is possible that two family records will be created when there should only be one. **Step 2** provides a way to merge multiple family records that should be one family. This screen allows you to merge two or more family records into one single record. As shown in Figure 3.1, the Ball family is listed twice as separate families.

To merge duplicate family records do the following:

1 Click **Step 2** to work with duplicates (see Figure 3.1).

2. Select all records that should be merged by clicking on each family record while pressing the Command-key (⌘). (ctrl for PC users)

3. Click **Merge Families...**

4. PTC may alert you if the families have no common names, you must decide whether to proceed or cancel.

5. Select the correct name and phone number by which to identify this family (see Figure 3.2).

6. Click **OK.**

PTC will merge the selected records into one family using the record information you identified.

Repeat this process for every duplicate family.

You should carefully review the entire list of potential duplicates before proceding to **Step 3.**

After all merging is completed, click the Return Arrow to go back to the main window.

Step 3: Creating Sessions

4

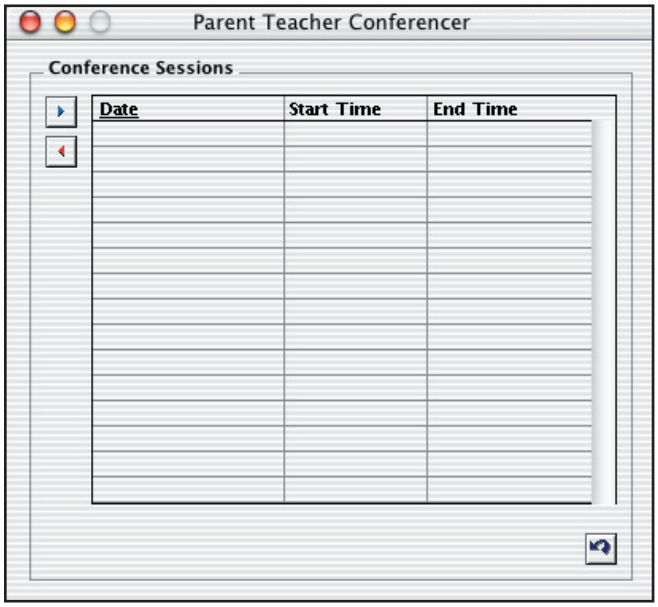


Figure 4.1

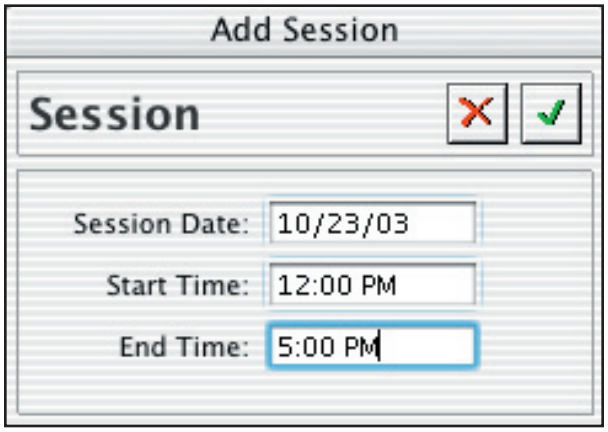


Figure 4.2

Step 3: Conference Sessions

PTC refers to the time periods that a teacher holds conferences as "Sessions". You must setup the session times for your school. PTC will automatically schedule break times for teachers, however, common break times should be indicated by a session break. For example, if we want our conferences to look like the following schedule, we would create 4 sessions.

October 23 12:00 PM - 8:00 PM with a dinner break for all teachers from 5:00 -6:00 PM.
October 24 8:00 AM - 4:00 PM with a lunch break for all teachers from 12:00 - 1:00 PM.

The session times would look like this:

10/23/03 - 12.00 PM - 5:00 PM
10/23/03 - 6:00 PM - 8:00 PM
10/24/03 - 8:00 AM - 12:00 PM
10/24/03 - 1:00 PM - 4:00 PM

An individual teacher may not have scheduled conferences outside of the designated session times. If they do, you must make the session times accomodate all teachers. You may have to place restrictions on teachers to make them unavailable during certain times.

To enter a session do the following:

1. Click **Step 3** to enter sessions (see Figure 4.1).
2. Click on the **Blue Arrow** button to enter or edit a session (see Figure 4.1).
3. Enter the Session Date (see Figure 4.2).
4. Enter the Start Time for the session (see Figure 4.2).
5. Enter the End Time for the session (see Figure 4.2).

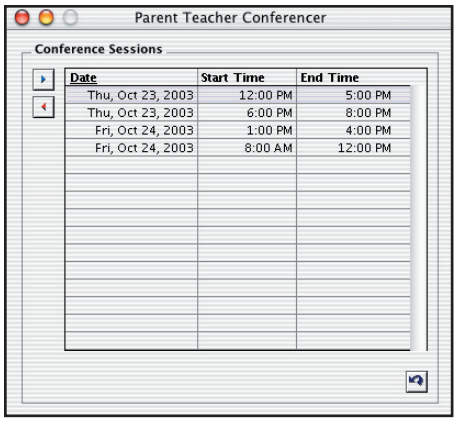


Figure 4.3

6. Click the **Green Check** to save the session or click the **Red X** for to cancel the session (see Figure 4.3).

To delete a session do the following:

1. Select the session you want to delete.

2. Click the **Red Arrow** button.

After you have entered all the conference session dates and times, click the **Return Arrow** to go back to the main window.

Step 4: Setting Teacher Constraints 5

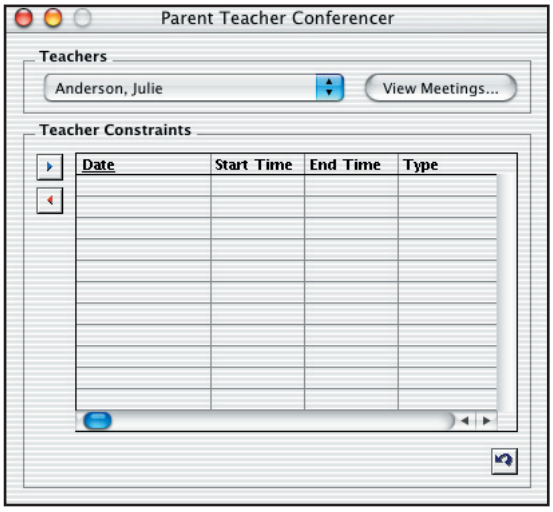


Figure 5.1

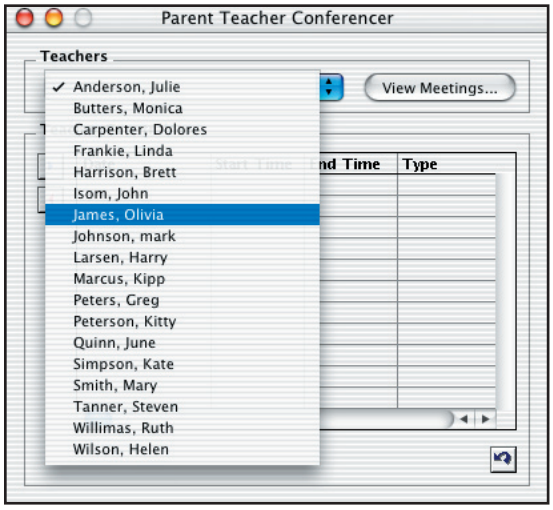


Figure 5.2

Step 4: Setting Up Teachers

Individual teachers may have restrictions or constraints that influence when they can be scheduled. **Step 4** allows you to restrict or exclude times within the set conference sessions.

To create a teacher constraint do the following:

1. Click **Step 4** to enter teacher constraints (see Figure 5.1)
2. Select a teacher from the popup menu (see Figure 5.2).
3. Click the **Blue Arrow** button to create a new constraint.

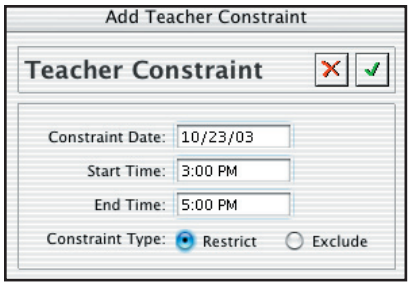


Figure 5.3

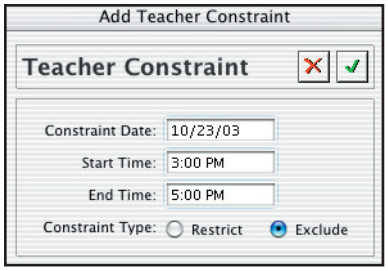


Figure 5.4

4. Enter the **Constraint Date** (see Figure 5.3)
5. Enter the **Start Time** (see Figure 5.3)
6. Enter the **End Time** (see Figure 5.3)
7. Select **Restrict** or **Exclude.**

Selecting **Restrict** forces the conferences to be scheduled on this date and during this time period (see Figure 5.3).

Selecting **Exclude** forces the conferences NOT to be scheduled on this date during time period indicated (see Figure 5.4).

Note: The constraints must fall during valid session times to be viable constraints.

The **Show Meetings** button allows you to see the schedules that have been created for each teacher. The date, time and parent names are listed (see Figure 5.5). To print a teacher's schedule see chapter 8, **Step 7: Printing.**

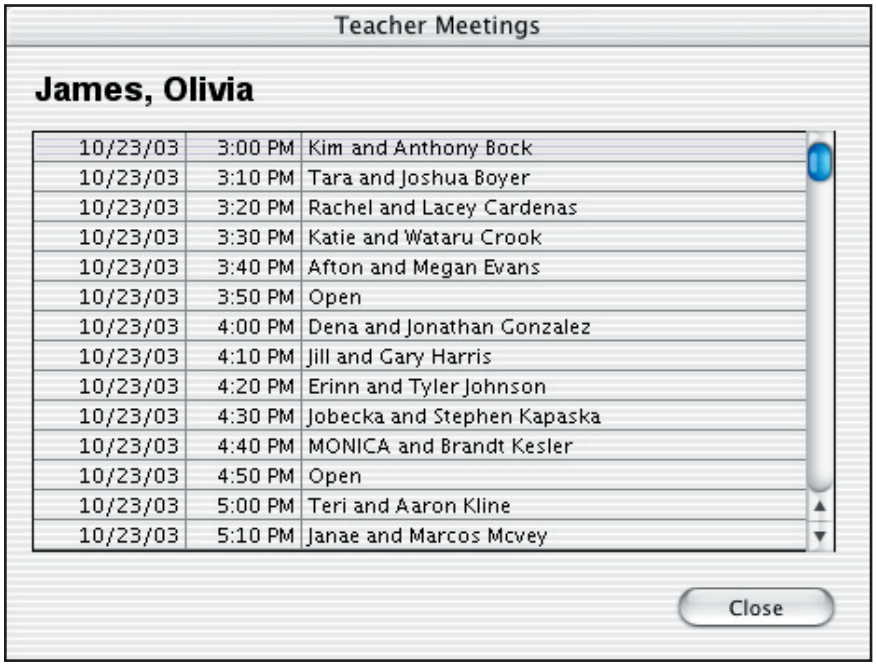

Teacher Meetings
James, Olivia
10/23/03 3:00 PM Kim and Anthony Bock
10/23/03 3:10 PM Tara and Joshua Boyer
10/23/03 3:20 PM Rachel and Lacey Cardenas
10/23/03 3:30 PM Katie and Wataru Crook
10/23/03 3:40 PM Afton and Megan Evans
10/23/03 3:50 PM Open
10/23/03 4:00 PM Dena and Jonathan Gonzalez
10/23/03 4:10 PM Jill and Gary Harris
10/23/03 4:20 PM Erinn and Tyler Johnson
10/23/03 4:30 PM Jobecka and Stephen Kapaska
10/23/03 4:40 PM MONICA and Brandt Kesler
10/23/03 4:50 PM Open
10/23/03 5:00 PM Teri and Aaron Kline
10/23/03 5:10 PM Janae and Marcos Mcvey
Close

Figure 5.5

Step 5: Setting Family Constraints

6

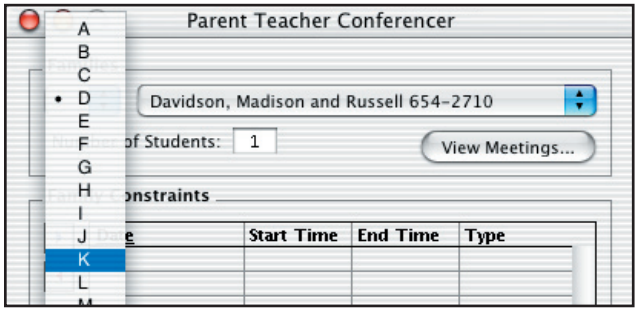


Figure 6.1

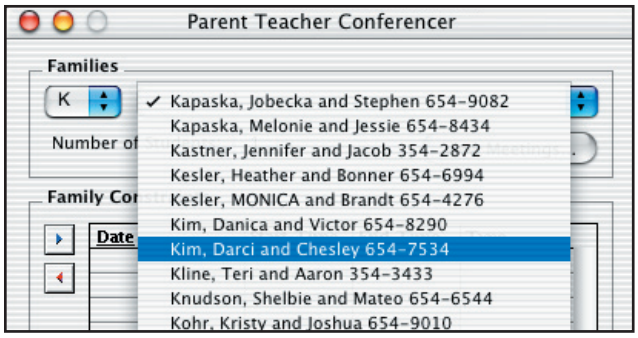


Figure 6.2

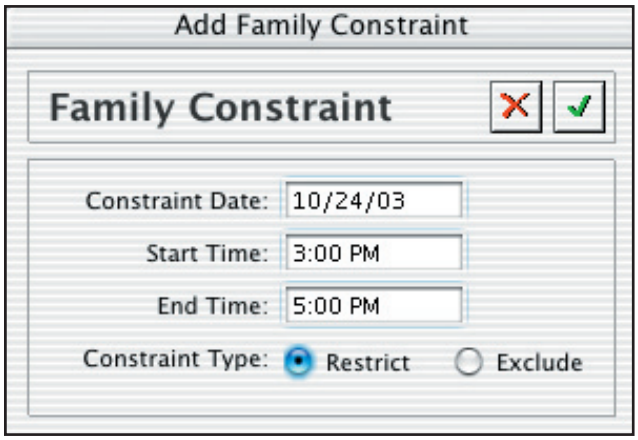


Figure 6.3

Step 5: Setting Up Families

Individual families may have restrictions or constraints that influence when they can be scheduled. **Step 5** allows you to restrict or exclude times within the set conference sessions for a family.

To create a family constraint do the following:

1. Click **Step 5** to enter family constraints.
2. Select the first letter of the family's last name from the alphabet popup (see Figure 6.1).
3. Select a family from the popup menu (see Figure 6.2).
4. Click the **Blue Arrow** button to create a new contraint.
5. Enter the **Constraint Date** (see Figure 6.3)
6. Enter the **Start Time** (see Figure 6.3)
7. Enter the **End Time** (see Figure 6.3)
8. Select **Restrict** or **Exclude.**

Selecting **Restrict** forces the conferences to be scheduled on this date and during this time period (see Figure 6.3).

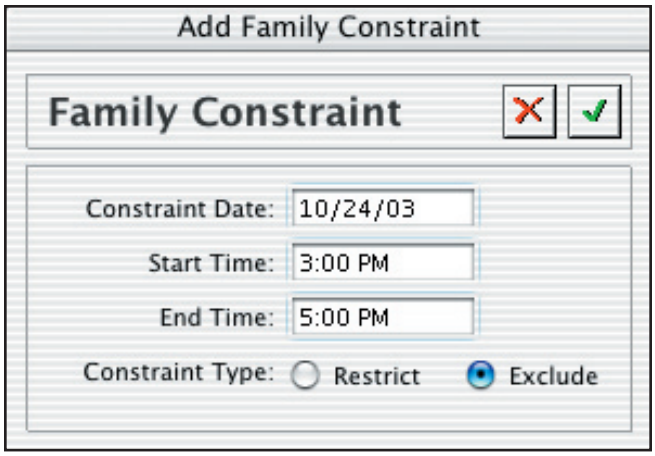


Figure 6.4

Selecting **Exclude** forces the conferences NOT to be scheduled on this date during time period indicated (see Figure 6.4).

Note: The constraints must fall during valid session times to be viable constraints.

The **View Meetings** button allows you to see the current schedule that has been created for each family (see Figure 6.5). The date, time and teacher is listed. To print a family's schedule see chapter 8, **Step 7: Printing.**

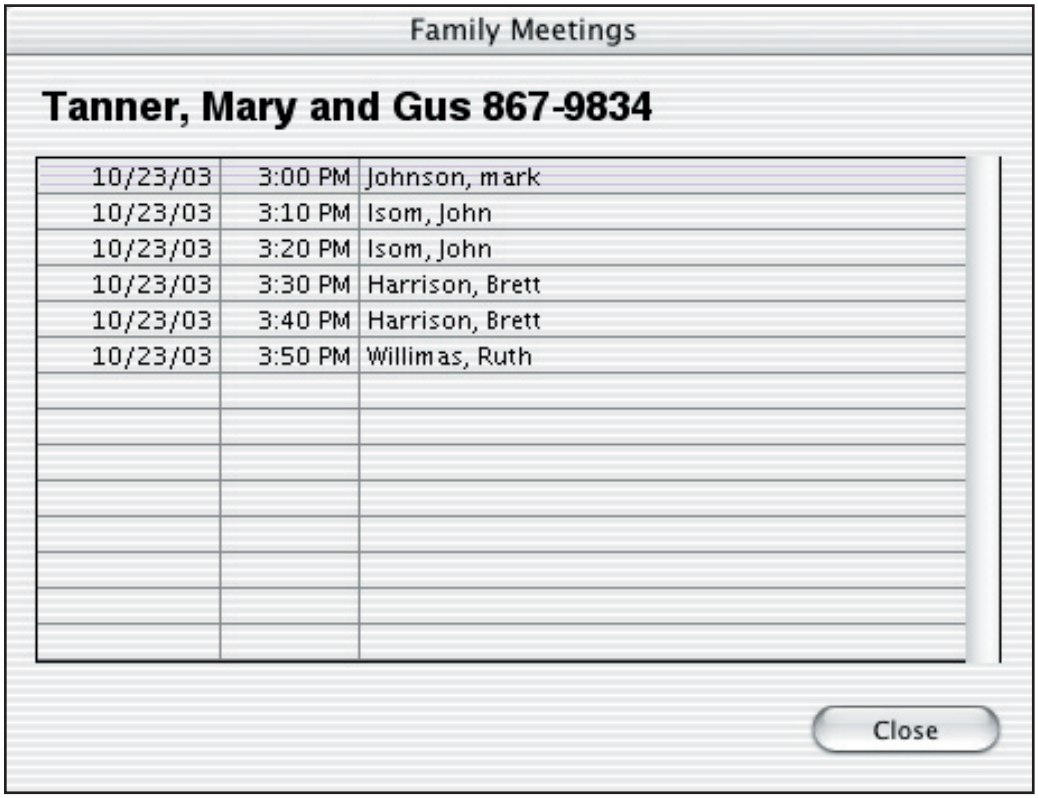

Family Meetings
Tanner, Mary and Gus 867-9834
10/23/03 3:00 PM Johnson, mark
10/23/03 3:10 PM Isom, John
10/23/03 3:20 PM Isom, John
10/23/03 3:30 PM Harrison, Brett
10/23/03 3:40 PM Harrison, Brett
10/23/03 3:50 PM Willimas, Ruth
Close

Figure 6.5

Step 6: Generating Schedules

7

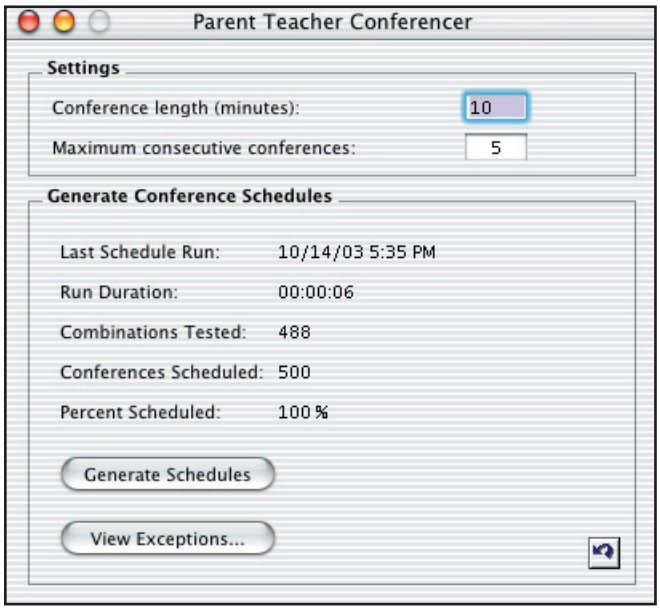


Figure 7.1

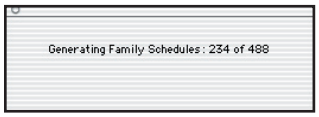


Figure 7.2

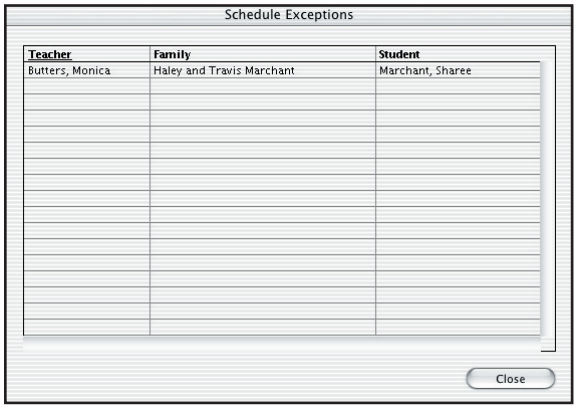


Figure 7.3

Step 6: Generating Schedules

PTC uses advanced algorithms to find the best schedule. PTC first gives priority to families with multiple children, then families with constraints.

You must first determine how long each parent-teacher conference will last and how many conferences can be run consecutively without giving teachers a break.

To generate the conferences do the following:

1. Click **Step 6** to see the scheduling screen (see Figure 7.1)

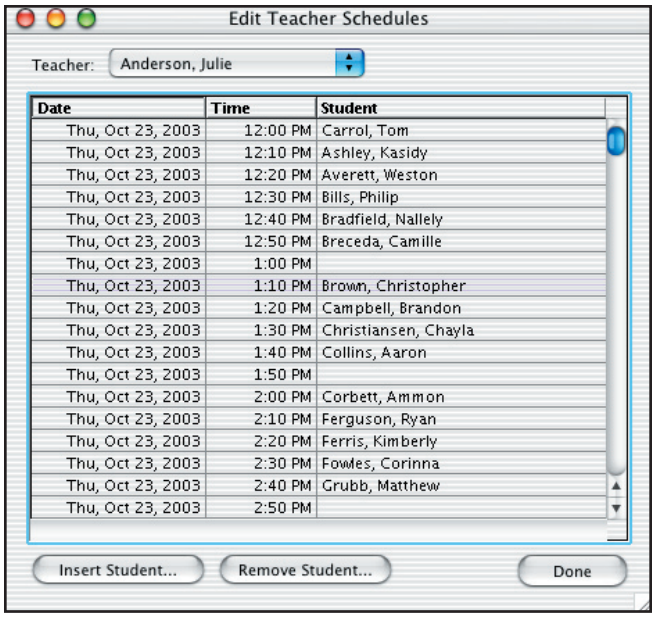
2. Enter the **Conference Length** in minutes.

3. Enter the **Maximum Consecutive Conferences** for teachers. Note that PTC may break this rule once in a while to fully schedule a family.

4. Click **Generate Schedules**. PTC will schedule each student trying to keep families to back-to-back schedule times (see Figure 7.2)

When completed, PTC displays statistics about the last schedule run. You may note the percentage of students scheduled.

If all students were not scheduled, you may click the Exceptions button to view those students who are still unscheduled. You may then make changes to family constraints and regenerate schedules to get a higher percentage (see Figure 7.3). You may also choose to manually move student schedules.


Edit Teacher Schedules
Teacher: Anderson, Julie
Date Time Student
Thu, Oct 23, 2003 12:00 PM Carrol, Tom
Thu, Oct 23, 2003 12:10 PM Ashley, Kasidy
Thu, Oct 23, 2003 12:20 PM Averett, Weston
Thu, Oct 23, 2003 12:30 PM Bills, Philip
Thu, Oct 23, 2003 12:40 PM Bradfield, Nallely
Thu, Oct 23, 2003 12:50 PM Breceda, Camille
Thu, Oct 23, 2003 1:00 PM
Thu, Oct 23, 2003 1:10 PM Brown, Christopher
Thu, Oct 23, 2003 1:20 PM Campbell, Brandon
Thu, Oct 23, 2003 1:30 PM Christiansen, Chayla
Thu, Oct 23, 2003 1:40 PM Collins, Aaron
Thu, Oct 23, 2003 1:50 PM
Thu, Oct 23, 2003 2:00 PM Corbett, Ammon
Thu, Oct 23, 2003 2:10 PM Ferguson, Ryan
Thu, Oct 23, 2003 2:20 PM Ferris, Kimberly
Thu, Oct 23, 2003 2:30 PM Fowles, Corinna
Thu, Oct 23, 2003 2:40 PM Grubb, Matthew
Thu, Oct 23, 2003 2:50 PM
Insert Student...
Remove Student...
Done
Figure 7.4

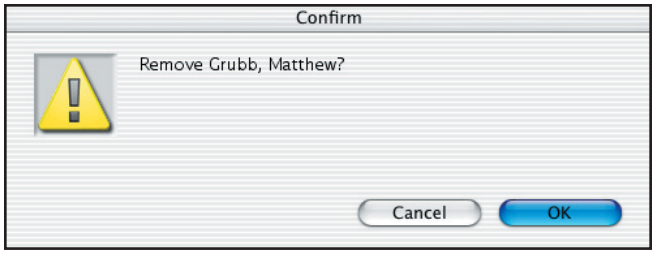


Figure 7.5

You may view completed schedules for each teacher from the View Schedules button on the Teacher Constraints window. Likewise family schedules may be viewed from the View Schedule button from the Family Constraints window.

After generating student schedules, you may need to move a few schedules by hand.

To hand schedule a student do the following:

1. Click **Edit Schedules** from the main window.

2. Select the teacher to whom the student belongs (see Figure 7.4).

3. Click and drag the student's name to the schedule time desired. If the time slot is available PTC will simply move the student. If a student already occupies that time slot, PTC will prompt you to swap places.

To insert a student currently not on the roster do the following:

1. Select the desired time slot.

2. Click **Insert Student** (see Figure 7.4). You will be prompted to select a student. You may use the filter or scroll to the desired student and click OK.

To remove a student from the roster do the following:

1. Select the desired student.

2. Click **Remove Student**. You will be prompted to verify the deletion, click OK (see Figure 7.5).

It is possible that a new student will register for school after you have begun the scheduling process. You may add a student and family ad hoc. See Chapter 2 for complete instructions on entering students and families by hand.

Step 7: Printing

8

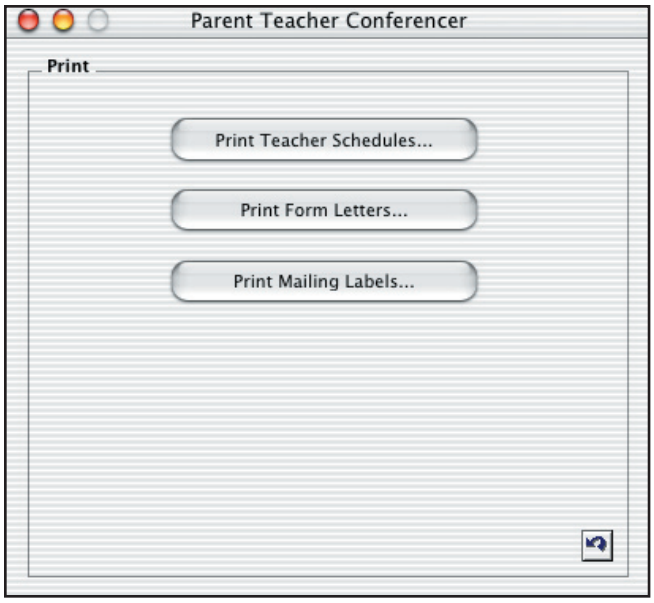


Figure 8.1

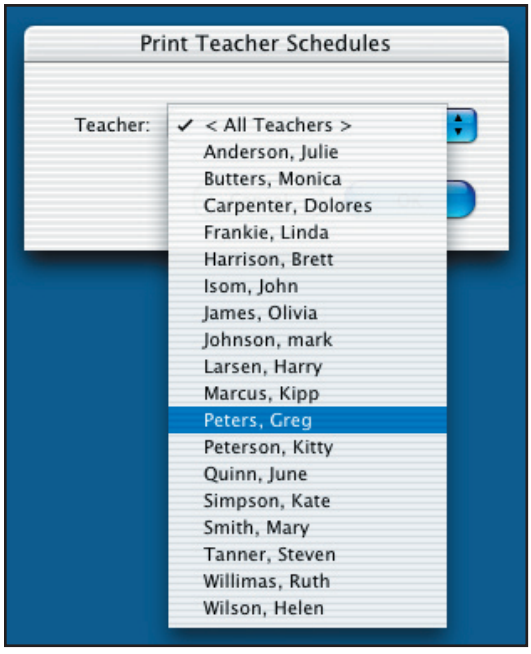


Figure 8.2

Step 7: Printing

PTC provides three ways to print scheduling information (see Figure 8.1).

1. Teacher schedules
2. Form letters to parents
3. Family mailing labels

Printing Teacher Schedules

To print Teacher Schedules for one teacher or for all teachers do the following:

1. Click **Step 7**.
2. Click **Print Teacher Schedules** (see Figure 8.1).
3. Choose **All Teachers** or select a teacher from the list.

You will be presented with the print dialog window follow your computers setup for printing or saving to PDF.

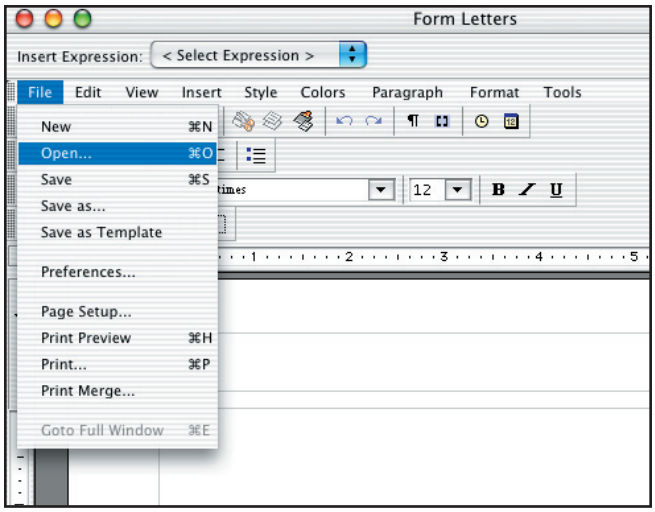


Figure 8.3

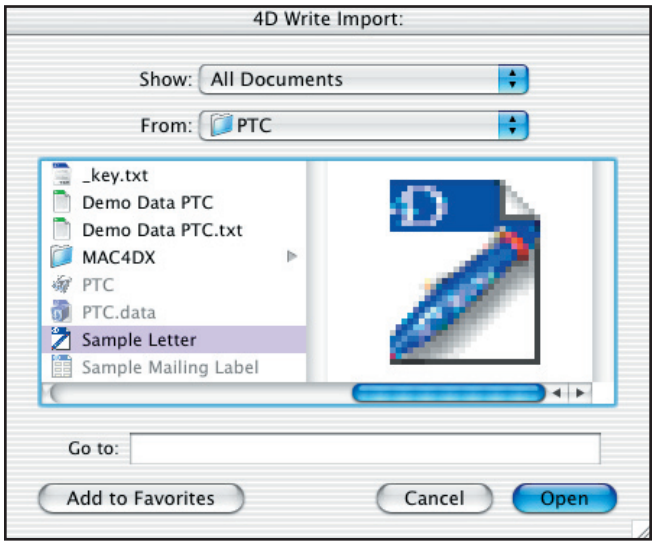


Figure 8.4

Preparing Form Letters

The capabilities built into PTC's form letter area are very extensive. A separate manual is provided for help in creating form letters. The 4D Write User Reference may be found at:

http://www.phoenixlearning.com/downloads/downloads.htm

PTC has the ability to create merged form letters. These letters are created once and printed dynamically for each family in your file. PTC will merge information about teachers, scheduled conferences, names and address.

Form letters may be saved and reused whenever needed. A **Sample Letter** was included in your initial download.

To print form letters using the sample letter do the following:

1. Click **Step 7**.

2. Click **Print Form Letters**. The form letter window will open. Note the menu within the form letter window. When preparing and printing a form letter, you will use this new menu.

3. Choose **Open** from the **File Menu** from within the window (see Figure 8.3).

4. Browse to the PTC folder on your hard drive and choose Sample Letter (see Figure 8.4).

5. With the Text Tool selected, change the letter to fit your school (see Figure 8.5).
6. Change the school name and address at the top of the form.
7. Change or delete the mascot header at the top. “Home of the Tigers!”
8. Change the dates to match your conference sessions.
9. Change the signature line at the bottom of the letter.
10. Select the Arrow Tool and select the graphic of the tiger.
11. Press Delete on the keyboard.
12. To insert your own graphic simply copy and paste it into your form letter.

Verify that the letter is correct before printing.

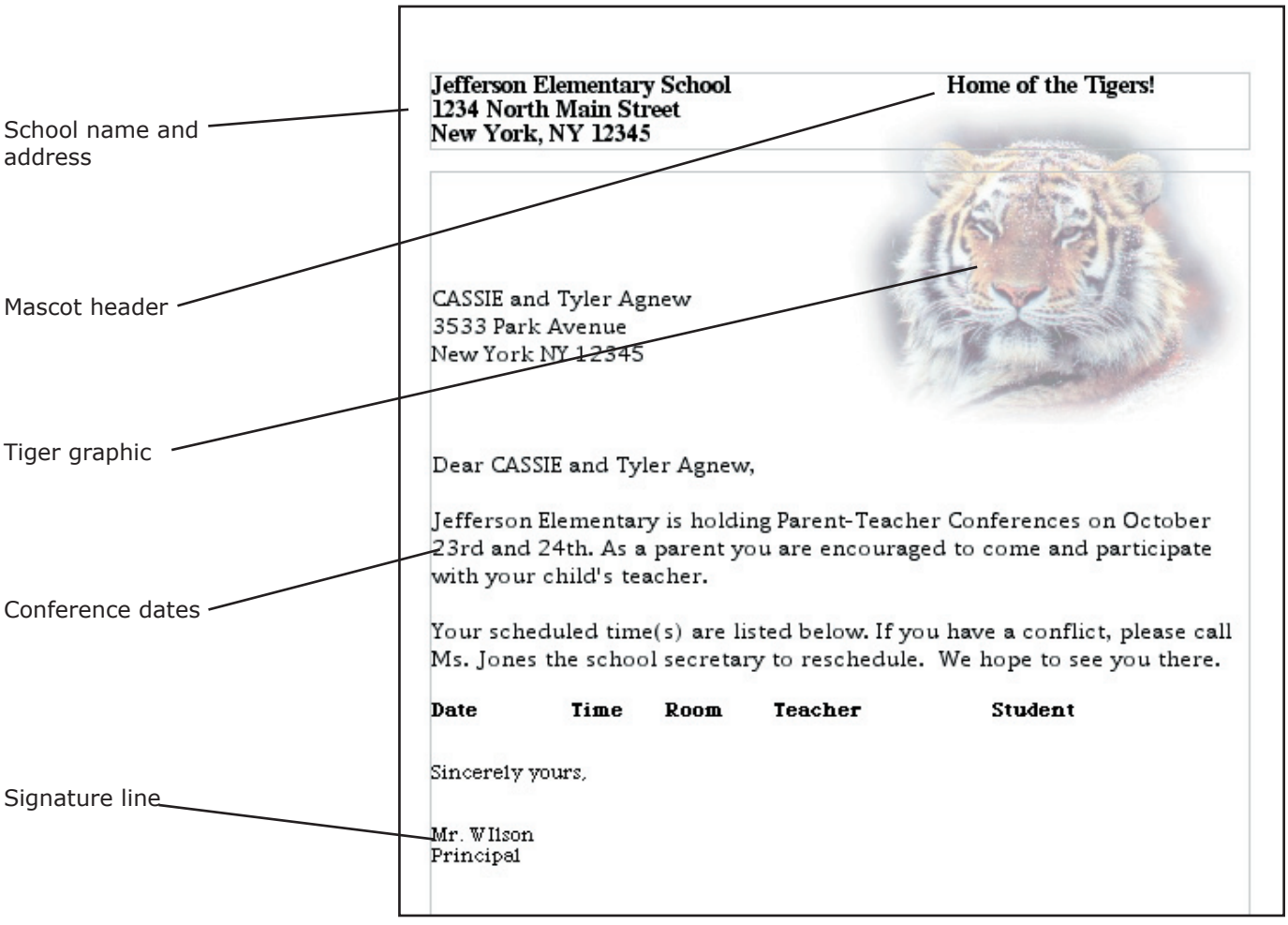

School name and address
Mascot header
Tiger graphic
Conference dates
Signature line
Jefferson Elementary School
1234 North Main Street
New York, NY 12345
Home of the Tigers!
CASSIE and Tyler Agnew
3533 Park Avenue
New York NY 12345
Dear CASSIE and Tyler Agnew,
Jefferson Elementary is holding Parent-Teacher Conferences on October 23rd and 24th. As a parent you are encouraged to come and participate with your child's teacher.
Your scheduled time(s) are listed below. If you have a conflict, please call Ms. Jones the school secretary to reschedule. We hope to see you there.
Date Time Room Teacher Student
Sincerely yours,
Mr. Wilson
Principal

Figure 8.5

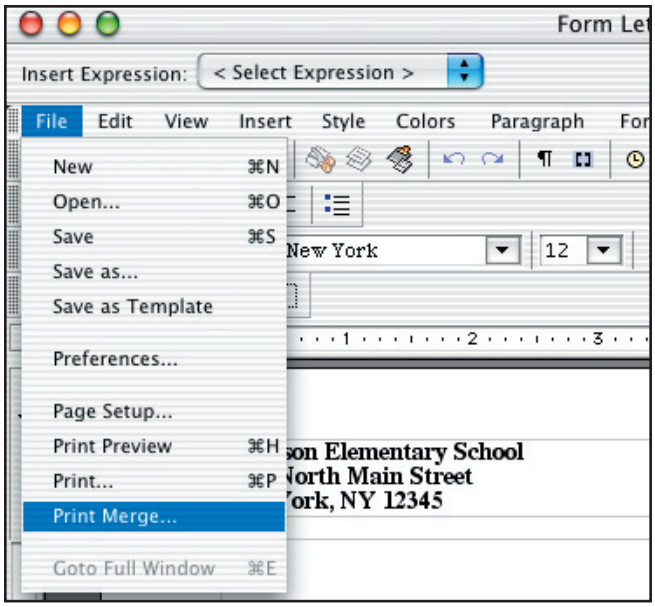
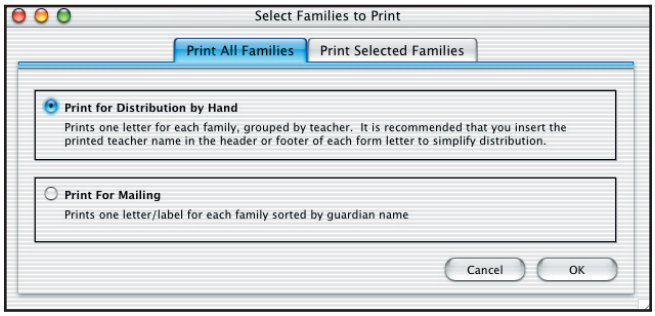


Figure 8.6


Select Families to Print
Print All Families
Print Selected Families
Print for Distribution by Hand
Prints one letter for each family, grouped by teacher. It is recommended that you insert the printed teacher name in the header or footer of each form letter to simplify distribution.
Print For Mailing
Prints one letter/label for each family sorted by guardian name
Cancel
OK
Figure 8.6

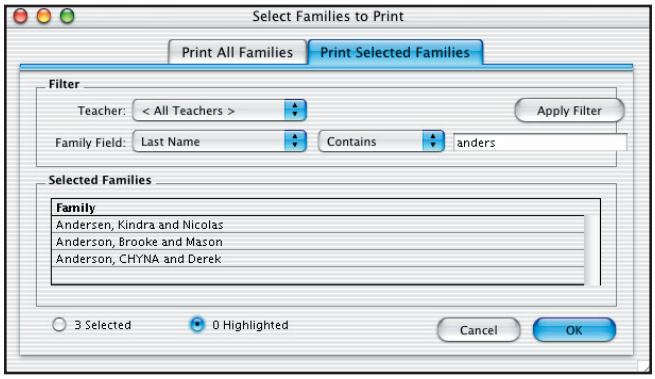


Figure 8.7

Printing Form Letters

Printing All Families

To print form letters for all families do the following:

1. Choose **Print Merge** from the File Menu (see Figure 8.6).

2. Select the **Print All Families** tab at the top of the window.

3. Select **Print for Distribution by Hand** to send home with students. You will be given a print dialog for each teacher alphabetically. PTC will print one letter per family sorted by teacher.

   Or select **Print for Mailing** to print families in alphabetical order.

4. Click **OK**.

You will be presented with the print dialog window follow your computers setup for printing or saving to PDF.

Printing Selected Families

To print form letters for selected families do the following:

1. Choose **Print Merge** from the **File Menu** (see Figure 8.6).

2. Select the **Print Selected Families** tab at the top of the window (see Figure 8.7).

3. You may find students by teacher with the popup or use the filter at the top of the window to search for families that match a certain criteria. As shown in Figure 8.7, we have searched for families whose last name contains “anders”.

4. Select the families to be printed by holding the Command-key while clicking on each family.

5. Select to print the **Highlighted** families.

6. Click **OK**.

You will be presented with the print dialog window follow your computers setup for printing or saving to PDF.

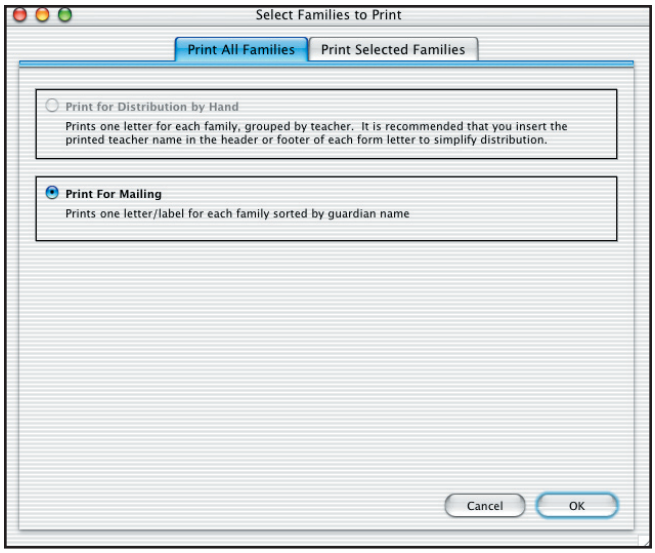

Select Families to Print
Print All Families
Print Selected Families
Print for Distribution by Hand
Prints one letter for each family, grouped by teacher. It is recommended that you insert the printed teacher name in the header or footer of each form letter to simplify distribution.
Print For Mailing
Prints one letter/label for each family sorted by guardian name
Cancel
OK

Figure 8.8

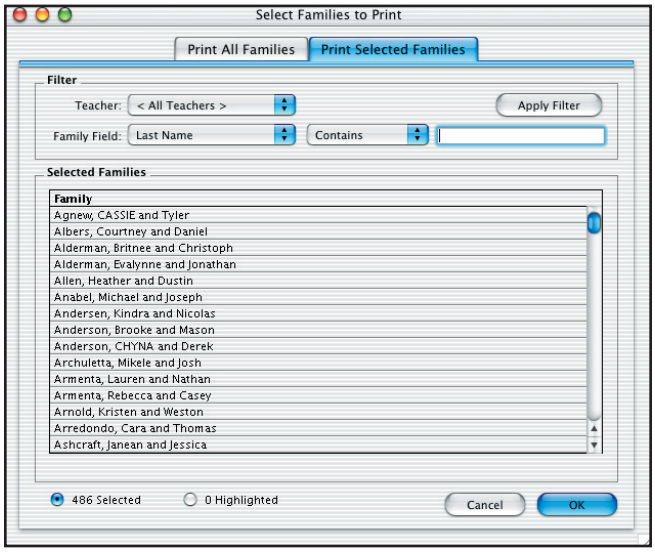


Figure 8.9

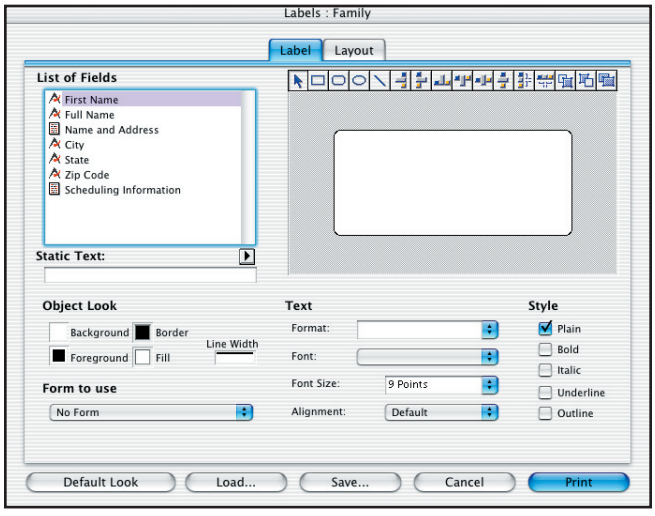


Figure 8.10

Preparing Mailing Labels

The capabilities built into PTC's mailing label area are very extensive. A separate manual is provided for help in creating form letters. Chapter 9 in the 4D User Reference may be found at:

http://www.phoenixlearning.com/downloads/downloads.htm

PTC has the ability to create merged mailing labels. These labels are created once and printed dynamically for each family in your file. PTC will merge names and addresses onto each label.

Labels may be saved and reused whenever needed. A **Sample Mailing Label** was included in your initial download. This label contains the parent's names and family address. It was created for an Avery 5160 label layout (10 rows x 3 columns).

To print mailing labels using the sample label do the following:

1. Click **Step 7** (see Figure 8.8).

2. You must choose either to **Print all Families** or **Print Selected Families**. When choosing to print selected families, you may select by teacher or hand select the families by pressing the command-key and clicking on each family. You may also use the filter to search by specific criteria (see Figure 8.9)

3. Click **OK**.

4. The **Mailing Label Window** will open (See Figure 8.10).

5. Click **Load...** at the bottom of the window.

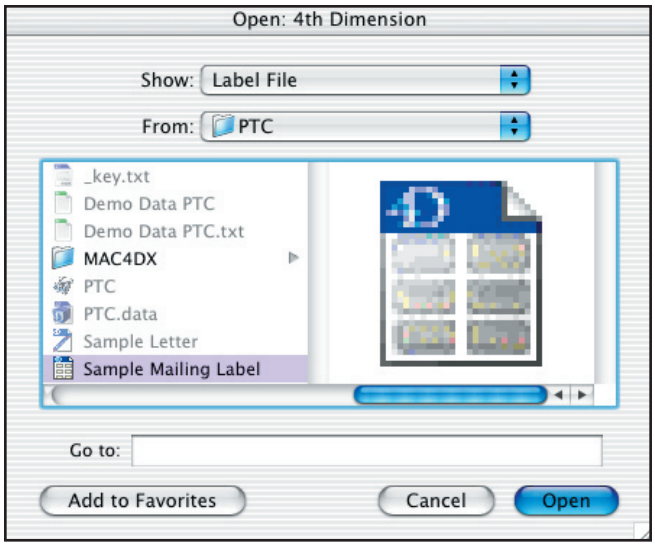


Figure 8.11

6. Browse to the PTC folder on your hard drive and choose **Sample Mailing Label** (see Figure 8.11).

7. Click **Open**. PTC will load the selected mailing label.

8. Click **Print**.

You will be presented with the print dialog window follow your computers setup for printing or saving to PDF.

For extended help see our support website at www.phoenixlearning.com.